



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FISCAL YEAR 2007  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMORANDUM #5**

**TO:** Child and Adult Care Food Program Institutions

**FROM:** Mary Ann Chartrand, Director  
Grants Coordination and School Support

**DATE:** December 18, 2006

**SUBJECT: Fiscal Year (FY) 2007 Child and Adult Care Food Program  
(CACFP) Trainings**

Training on the CACFP will be offered at eight (8) locations during FY 2007. These trainings will focus on specific aspects of the CACFP in child care centers and sponsors of centers.

The CACFP trainings are designed for:

- new staff; and
- staff desiring a program "refresher".

In some cases, the Michigan Department of Education (MDE) will recommend that personnel who are responsible for ensuring program compliance attend a session as part of corrective action from an administrative review.

Attached is a copy of the training schedule. Topics that will be addressed are listed under "Topic" on the schedule. The dates and locations of the sessions are also listed. The sessions will begin promptly at 9:00 a.m., and end no later than 3:00 p.m. Lunch is on your own.

Registration is required, as seating is limited. You may register for more than one session. Complete the attached registration form and fax or e-mail to confirm participation. Keep a copy of the registration form for your records. Please note that each session has a deadline for registration. There is no charge to attend a CACFP training session. For driving directions, use <http://mapquest.com>.

Questions regarding these trainings may be directed to the CACFP staff at (517) 373-7391.

Enclosures

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# Michigan Department of Education Child and Adult Care Food Program

## Fiscal Year 2007 Training Registration Form

Check the training date(s) and session(s) you plan to attend:

Date	Location	Topic
<input type="checkbox"/> January 19, 2007	Kent ISD 2930 Knapp NE Grand Rapids, MI 49505	Recordkeeping
<input type="checkbox"/> February 20, 2007	Kalamazoo RESA 1819 E. Milham Kalamazoo, MI 49002	Claim Preparation
<input type="checkbox"/> March 29, 2007	Genesee ISD 2413 W. Maple Ave Flint, MI 48507-3493	Building Menus and Nutrition Update
<input type="checkbox"/> April 18, 2007	Secondary Complex General Office Building 7150 Harris Drive Dimondale, MI 48821	Recordkeeping
<input type="checkbox"/> May 23, 2007	Washtenaw ISD 1819 S. Wagner Ann Arbor, MI 48106-1406	Building Menus and Nutrition Update
<input type="checkbox"/> May 29, 2007	Wayne RESA 33500 Van Born Wayne, MI 48184	Recordkeeping
<input type="checkbox"/> August 2, 2007	Traverse Bay ISD 1101 Red Drive Traverse City, MI 49696	Recordkeeping
<input type="checkbox"/> September 11, 2007	Wayne RESA 33500 Van Born Wayne, MI 48184	Claim Preparation

PLEASE FAX to: (517) 373 – 4022 OR E-mail to: [kraftc@michigan.gov](mailto:kraftc@michigan.gov)

Institution: \_\_\_\_\_

Agreement #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Name(s), Title(s), and e-mail address of those attending:

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Remember to include an e-mail address to receive your confirmation. If an e-mail address is not received, a seat will not be reserved for you. Seating is limited. Return registration form as soon as possible for the date you wish to attend. If you have questions, you may contact Connie Kraft at (517) 335-2403.

**Michigan Department of Education  
Child and Adult Care Food Program**

**Fiscal Year 2007 Training Schedule**

<b>Date</b>	<b>Registration Deadline</b>	<b>Topic</b>	<b>Capacity</b>	<b>Location</b>	<b>Address</b>
January 19, 2007	January 12, 2007	Recordkeeping	50	Kent ISD Grand Room	2930 Knapp NE Grand Rapids, MI 49505
February 20, 2007	January 22, 2007	Claim Preparation	50	Kalamazoo RESA Rooms A and B	1819 E. Milham Kalamazoo, MI 49002
March 29, 2007	February 26, 2007	Building Menus and Nutrition Update	50	Genesee ISD Auditorium	2413 W. Maple Ave. Flint, MI 48507-3493
April 18, 2007	March 19, 2007	Recordkeeping	50	Secondary Complex	General Office Building 7150 Harris Drive Dimondale, MI 48821
May 23, 2007	April 23, 2007	Building Menus and Nutrition Update	50	Washtenaw ISD	1819 S. Wagner Ann Arbor, MI 48106-1406
May 29, 2007	April 27, 2007	Recordkeeping	60	Wayne RESA	33500 Van Born Wayne, MI 48184
August 2, 2007	July 2, 2007	Recordkeeping	35	Traverse Bay ISD	1101 Red Drive Traverse City, MI 49696
September 11, 2007	August 11, 2007	Claim Preparation	50	Wayne RESA	33500 Van Born Wayne, MI 48184

**All sessions begin at 9:00 a.m. and will end no later than 3:00**